

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 4, 2007

LEAVE ACCOUNTING LETTER #07-016
(CSU Only)

TO: All Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF - CSU**

Provided the Chancellor's Office approves the 2007 Holiday Informal Time Off (HI), the automated process to post Earn (05) transactions to the CLAS for full-time and part-time employees will run on December 17, 2007. Campuses may choose whether or not to have their employees' HI benefits updated with an Earn transaction.

The following campuses are scheduled for the automated process based on last year's requests:

- Bakersfield
- California Maritime Academy
- Channel Islands
- Los Angeles
- San Marcos

If your campus would like to be added to or deleted from this process, please contact the Leave Accounting Liaison Unit at (916) 327-0756 no later than December 12, 2007.

Intermittent employees will not be included in the automated process since the amount of HI hours earned is based on the total number of hours the intermittent employee works during December 2007. Once the campus determines the amount of HI hours due each intermittent employee, post an HI05 transaction using the B50-Leave Benefit Transaction Entry screen.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison unit at (916) 327-0756.

DS:DK:CLAS